

**NATIONWIDE ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR)  
VACANCY ANNOUNCEMENT**

**STATE OF WYOMING MILITARY DEPARTMENT  
Office of the Adjutant General  
5800 Central Avenue  
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title: **Recruiting & Retention NCO**  
Announcement No: **16-A117**  
Opening Date: **04 January 2016**  
Closing Date: **31 December 2016**  
Max Grade Auth: **E-6 / SSG**  
Min Grade Auth: **E-4 / SPC**  
Unit/Duty Location: **Recruiting & Retention BN, Various Locations in Wyoming**  
Security Clearance: **SECRET**  
Compatibility Criteria: **Must have a minimum ASVAB score of 110 in area GT to be eligible for consideration. A waiver can be approved for a GT score of 100-109 but only if the ST score is 96 or above for ASVAB tests administered after 02 January 2002. Upon selection, incumbent must possess or be eligible for assignment to MOS 79T/SQI "4".**  
Physical Profile: **Must have a physical profile of not less than 132221.**  
Female Asg Elig: **Females are eligible to apply**  
Nominating Official: **LTC Dean Hunhoff, RRB Commander**  
Selecting Official: **CSM Robert Butz, RRB CSM**

2. This position is open to all current members of the Wyoming Army National Guard or those individuals eligible to join or transfer to the Wyoming Army National Guard.
3. **This is a year-round Job Vacancy Announcement. Packets received will be reviewed quarterly or as often as requested by the nominating official and/or Unit due to the needs of the organization. Applicants will be interviewed and an OML (Order of Merit List) will be completed and used as vacancies are determined. Applicants will not be notified of their standing on the OML after each board is completed to ensure the integrity of the board determination is maintained. Applicants will be contacted in order of the OML as positions become available and conditionally notified of their selection.**

4. Initial AGR tour is probationary and will not exceed 3 years. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.
5. All applicants must submit the forms listed under the appropriate section of the "Instructions for Applying" section to the Human Resources Office. For initial entry into the AGR program, applicants must be able to serve at least three (3) years in an active military status prior to completing 18 years of Active Federal Service or reaching mandatory removal date. **Selected individual must become qualified in MOS 79T within 6 months of assignment.**
6. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).
7. **Note:** Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.
  - Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
  - Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
  - Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
  - Must not be listed on the National Sex Offender Public Website
  - Must receive favorable results after completing a DD Form 369
  - Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
  - Must have favorable results from:
    - Department of Army Inspector General (DAIG)
    - Criminal Investigation Division (CID)
    - Office of Military Personnel File Review
    - Army Substance Abuse Program

## **POSITION DESCRIPTION**

RRNCO duties include the following: Area canvass and telephone prospect to find prospects, referrals and leads. Pre-qualify referrals, prospects, leads and/or current members to determine their eligibility for enlistment, reenlistment or extension and update record in Leads-Report. Schedule appointments and conduct sales interviews to obtain enlistments and re-sale interviews to retain current enlistments and gain re-enlistments, then update record in Leads-Report. Counsel applicants on test results (mental and physical), enlistment contracts, service obligations, incentives and benefits, IET requirements and disqualification update record in Leads-Report. Prepare PS and NPS enlistment packets in ARISS and conduct a MEPS pre-enlistment screening briefing as required. Prepare and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establish and maintain a partnership with assigned unit and assist the Commanders and First Sergeant in executing the unit strength maintenance plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations, conducting SM training, and assisting in the development of SM incentive award programs. Attend at least a portion of each MUTA for unit(s) supported. Distribute and display SM promotional items in the unit and in the community. Conduct interviews with Soldiers, family members, employers and other key individuals to determine the effectiveness of current policies, unit training, ARNG benefit programs and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train FLLs in career planning, recommend available programs and options. Provide strength maintenance guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership the following information:

- (1) Identification of all Soldiers in the 180 day ETS window.
- (2) Each Soldier's intention regarding extension/re-enlistment.
- (3) Complete summary of why any Soldier is undecided or plans to ETS if no intention to extend/re-enlist.

Explain ARNG opportunities to soldiers and their families; research and explain available features, benefits, rights and entitlements. Use ARISS to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use ARISS to demonstrate work activity to allow higher echelons to validate RRC funding. Use the systems provided to maintain prospect information, school program information and other prospect, COI, VIP and unit member information as required. Assist in transfer, separation, and discharge requests. Assist in the preparation and staffing of Family Assistance Centers (FACs) as directed. Scan all supporting documents with a MEPs projection, prior to the applicant being on the floor. Have knowledge of State NPS Recruit Sustainment Program, Warrior Transition Course for PS, and the Army Training Requirements and Resources System (ATRRS)

if providing career planning and training programs available. Will also have knowledge on Recruiter Temporary Reservation System (RTRS). Will produce/scan all required hard core documents for enlistment waivers and forward to RRNCOIC for OC process. Will complete the waiver information screen in ARISS for applicants requiring and choosing the State Level approving authority for all waivers. Have direct access to the Commanders and First Sergeant with regard to attrition management issues. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS Counseling when the Soldiers are not available during the scheduled drill. Plans, coordinates, conducts administrative and retention training for Unit Retention NCOs and FLLs as necessary. Works directly with unit administrative personnel to support/complete retention issues at the lowest level. Personally interview all Soldiers who have Expired Term of Service (ETS) within 180 days of the last IDT and update the Unit Activity section in ARISS. Ensure that all extending/re-enlisting Soldiers receive their extension award. The request award must be presented in front of the unit formation to recognize the Soldier's continued commitment to serve the Army National Guard. Ensure that all extending/re-enlisting Soldiers' families receive an appreciation award. The request award should be presented in front of the unit formation to recognize the families' continued support of their significant other's commitment to serve the Army National Guard. Perform administrative or logistical tasks necessary to prepare the Soldier for entrance into and success while part of the RSP. Performs other duties as assigned.

### **ELIGIBILITY REQUIREMENTS**

1. Must meet Fitness Test standards IAW FM 7-22. Physical Fitness Training and testing will be ongoing.
2. Applicants must meet height/weight standards as prescribed in AR 600-9.
3. Must meet medical standards in accordance with chapter 3, AR 40-501.
4. Army National Guard members on the Army Body Composition Program are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR Program.
5. Must meet eligibility criteria as prescribed in NGR 600-5 and Tables 2-1, 2-2 and 2-3 AR 135-18.
6. Applicants must not be subject to flagging action when entering into the AGR program.
7. Selected individual must extend/reenlist for a period equal to or greater than initial tour end date (3 year initial tour requirements).
8. Must not have been previously separated for cause from active duty.
9. Must not have been separated from a previous AGR tour within the past 12 months.
10. Must meet any special requirements as specified on Job Vacancy Announcement.
11. Must possess or be able to obtain the military occupational specialty (MOS) area of concentration (AOC) commensurate with the AGR duty position.
12. Applicant's military grade cannot exceed the maximum military grade authorized for the position. Over grade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.

13. Members must remain in the position to which initially assigned/reassigned for a minimum of 24 months. (The TAG may waive this requirement after selection).
14. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
15. **Soldiers in the rank of SPC must be able to complete Warrior Leader Course (WLC) as a pre-requisite to attend 79T MOS school. Failure to complete WLC and 79T MOS school constitute failure to meet eligibility requirements and require involuntary removal from the AGR program.**

### **INSTRUCTIONS FOR APPLYING**

Individuals may apply by submitting documents to:

**Wyoming Military Department  
Human Resources Office - AGR  
5800 Central Avenue  
Cheyenne, WY 82009-3320**

All required forms must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms applicants may attach additional documents such as DD Form 214, completion of Training certificates, Letters of Recommendations/Endorsements, Etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor. Copies are acceptable.** The following forms and documents are required:

- **Cover letter**
- **Resume**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm). Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**
- **DA Form 5500 or 5501-R;** Body Fat Content Worksheet (if applicable) current within 12 months as of the closing date of the announcement.
- **RCAS Generated Height / Weight Printout (Weight Control History) or similar product that provides:** Individual Record of Weight Control/Progress dated within last 12 months as of the closing date of the announcement.
- **DA Form 705 – Army Physical Fitness Scorecard:** Must be current within 12 months as of the closing date of the announcement.
- **ERB:** Personnel Qualification Record or ERB must show current MOS data, security clearance information, and ASVAB test score information.

- **NGB Form 23/23A** – ARNG current Annual Retirement Points Accounting Statement.
- **MEDPROS Medical Readiness printout OR Periodic Health Assessment (PHA):** current within 12 months as of the closing date of the announcement.
- **Last 5 NCOERs:** If less than 5, submit what you have. **A letter of recommendation or performance from the applicant's military supervisor will be submitted on Soldiers not requiring an NCOER or those having less than five evaluations on file.**
- **SF 181:** Race and National Origin Identification Form.
- **Official DA Photo:** Must be in Service Dress taken within the last 12 months.
- **Anthony Robbins Personal Strength Profile:** Please complete the profile found at the link below and **include pages 1-10** of your results in your application packet. <http://www.tonyrobbins.com/disc-profile/>
- **Over grade applicants must indicate in writing, willingness to be administratively reduced in grade when assigned to the position in application packet.**

**NOTE:** It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical. Soldier must fully document any qualification, which may be waived IAW AR 135-18 or NGB 600-5.

### **SPECIAL REQUIREMENTS**

- **Must be a current member of the Wyoming Army National Guard or be eligible to transfer to the Wyoming Army National Guard.**
- **Must have completed WLC (Warrior Leader Course) to be eligible to apply.**
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of a permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR Program.
- New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the organization and TAG approval.
- Applications must be received in HRO by 1630 on the closing date of the announcement.
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted, **except for those individuals currently deployed.**
- Do not submit applications in file folders, binders, etc...
- Applications will not be returned.

**Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to**

**the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.**

**The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.**

Human Resources office Point of Contact: SSG Adrienne Gibbs, (307) 772-5943, SSG Katie Upton, (307) 772-5227 or CW3 Nathan Galloway (307) 772-5220 / E-Mail:

[ng.wy.wyarnng.list.org-jobs@mail.mil](mailto:ng.wy.wyarnng.list.org-jobs@mail.mil)

General Reference on HRO Hiring Procedures:

[Wyoming Military Department General Merit Placement & Promotion Plan](#)

**SPMD PARA/LIN: 1331/XXX      AGR: XXXXXX      UNIT/PARA/LIN: W91MAA/TBD**